

## **PROPOSAL NARRATIVE**

### **LONG ISLAND SOUND STEWARDSHIP FUND (LISSF) COMPETITIVE GRANTS PROGRAM**

**Instructions:** Please complete all sections of this document. The narrative may not exceed 5 pages, with a font size no smaller than 12 point on 8 ½ by 11 inch paper. Excess pages will not be reviewed. To save space, you may delete these instructions as well as the instructions under each subject heading. **Do not remove the subject headings, e.g., Problem/Solution/Program Priorities, Technical Merit, etc.** Do not place the narrative on your own letterhead or otherwise alter the template. Do not embed links to external electronic references in the body of the narrative. Thank you.

**Check one type of application:**

Capacity       Collaboration       Piloting Tools & Strategies       Small Grants/Big Impacts

**Problem/Solution/Program Priorities.** Describe: a) the specific problem(s) to be addressed by the project; b) how the project will help address or solve the problem and the desired result of the project (goals); and c) why the problem and solution is relevant to the program priorities of the *LIS Stewardship Fund* Request for Proposals.

**Technical Merit.** Provide a work plan, including: a) a description of each major activity to be undertaken by the project and the method used to carry out that activity; and b) a timetable indicating when activities are to be accomplished. Complete table below.

| <b>Activity</b> | <b>Time Period</b> (express in months or quarters) |
|-----------------|--|
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**Qualifications.** Describe: a) your organization and its qualifications and experience to deliver the proposed project; and b) the roles and responsibilities of all key project participants in project delivery and their experience to deliver the project. **Do not** provide *Curriculum Vitae* or resumes.

**Partnerships.** If relevant describe partner organizations involved in the project, and their specific formal role(s) in its delivery. We would expect to see such partnerships represented in the project budget.

**Communication.** Describe: a) content to be communicated related to the project & the Sound; b) how this content will be communicated (*e.g.*, websites, social media, signs, workshops etc.); and c) target audiences to be served by the project. Complete table below. If partners are to be engaged in the project, please consider submitting Letters of Support.

| Content | Dissemination Method | Audience |
|---------|----------------------|----------|
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**Prior LIS Stewardship Fund Grant(s).** If you have received a prior grant under LIS Stewardship Fund provide a one paragraph summary of progress associated with that grant relative to promised activities and deliverables.